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# Request for Qualifications

## Riverwalk Project Manager

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**Date:** February XX, 2016

**Project Location:** Riverwalk and riverside along the East Fork of the White River, City of Columbus, Indiana

**Response Due Date and Time:** March 21, 2016, no later than 3:00 p.m. EST

### Introduction:

The Columbus Redevelopment Commission wishes to engage a professional project manager with proven experience that can act as the owner's representative. The Redevelopment Commission is considering redevelopment of a portion of the East Fork of the White River (map identifying scope boundary is attached). The Riverwalk Redevelopment Project will look at this section of the river holistically and will include but is not limited to the extension of the People Trail along the river between the 2<sup>nd</sup> and 3<sup>rd</sup> Street bridges (along with possible extensions to connect to existing trails in the area), possible removal, replacement, or improvements to the existing low head dam, provide suggestions and coordinate possible clean-up (non-environmental) options of the former City landfill along the south side of the river and solve the erosion problem.

### Roles and Responsibilities:

This person will provide services to the Columbus Redevelopment Commission (CRC) as a Project Manager and will act as an owner's representative when necessary. The Project Manager will provide feedback and input for the design phase, bidding phase, contracting phase, construction phase and project administration. CRC expects the Project Manager to guide the process of seeking, selecting, and managing a team of professionals to:

- Scope
  - The Project Manager will define the scope of the project including, but not limited to those items listed in the introduction paragraph. Different scopes with estimated timelines will be presented to the Riverwalk Project Committee.
- Design
  - Once a scope is determined the Project Manager will assemble a team of professionals including but not limited to civil engineering, landscape architects and design

professionals to provide conceptual design options. The Project Manager will determine the feasibility of various design options and present those options to the Riverwalk Project Committee.

- The Project Manager will manage all aspects of the design development and construction development with established communication with the Redevelopment Director and Riverwalk Project Committee.
- Permitting
  - The Project Manager will be responsible for all coordination between governmental agencies (federal, state and local) to obtain the necessary permits.
- Bidding
  - The Project Manager will be responsible for performing all acts necessary to bid the project in accordance with all Federal, State and Local regulations, including but not limited to preparing bid documents and legal advertisement of the bids.
  - The Project Manager will review all bids received and make a recommendation to the Riverfront Project Committee.
- Contract
  - The Project manager will be responsible for working with the Redevelopment Commission's legal counsel regarding contract review and negotiations.
  - The Project Manager will provide value engineering.
- Construction
  - During the construction process the Project Manager will be the owner's representative on-site daily and will coordinate on site review/inspections.
  - The Project Manager will coordinate between all governmental agencies for final review and inspection, process invoices and complete project closeout.
- Communication
  - The Project Manager will serve as an advisor to the Redevelopment Commission/Director of Redevelopment/Riverwalk Project Committee and provide recommendations and advice on issues related to the above items and others as they arise.
  - The Project Manager will report to the Director of Redevelopment.
  - The Project Manager will attend Redevelopment Commission meetings to provide status updates on the Riverwalk Project as determined necessary.
  - The Project Manager will coordinate and communicate with other community partners who have a stake in the project, including definition of maintenance responsibilities and costs.

The above list is not to be considered a complete list of work to be performed as the scope may change as the project evolves.

## **Submittal Requirements**

Respondents shall submit one sealed paper copy of their qualification submittal along with one electronic version (via thumb drive or disc). The submittal shall be received by the date and time indicated above. The outside of the envelope should clearly be marked with "Riverwalk Project Manager RFQ". Proposals shall be limited to a maximum of 20-pages total – 8 ½ x 11 inches, single – sided (or ten such pages double sided). Transmittal letters are not to exceed one page in length and are considered part of the 20-page limit. Submitted proposals should include the following items:

- *Company Information* – Provide the name of the company and its address and contact information. The address provided shall be for the office where the proposed staff is normally located.
- *Qualifications* – Provide the qualifications of the individual staff member(s) who will be assigned to this project.
- *Experience* – Provide relevant project experience, including project descriptions. Please list the reference person and contact information for each project.
- *Project Approach* – Demonstrate the consultants understanding of, and approach to, the project. This should include a list of actions to be taken, and/or resources used, to complete the project.
- *Compensation* – Please provide an hourly rate sheet for employees who would be anticipated to work on the project.
- *References* – Please provide three references for similar projects.

### **Submit to:**

City of Columbus  
Redevelopment Department  
City Hall  
123 Washington Street  
Columbus, IN 47201

### **Submit by:**

3:00 p.m. EST on March 21, 2016

### **Contact for Questions:**

Heather Pope  
Telephone: 812.376.2547  
Email: [hpope@columbus.in.gov](mailto:hpope@columbus.in.gov)

**Selection Criteria**

The Project Manager shall be selected based on the following criteria:

- The ability to provide the requested services;
- Demonstrated qualifications and experience to complete the scope as outlined;
- Proposed project approach;
- Familiar with the City of Columbus, including successful completion of projects in Columbus, and locations in proximity to Columbus; and
- Quality of references.

**Other Information**

The sealed proposals received prior to 3:00 p.m. on March 21, 2016 will be opened publicly on March 21, 2016 as part of a regular Columbus Redevelopment Commission meeting, which commences at 6:00 p.m. Only the names of the individuals or companies responding will be disclosed. All documents submitted as part of the respondent's proposal will be deemed confidential during the evaluation process. The respondent's proposal will not be available for review by anyone other than the evaluation team or its designated agents.

The City of Columbus Redevelopment Commission reserves the right to reject any and all proposals, to negotiate the terms and conditions of all and/or any part of the proposals, and, in general, to make the award in the manner as determined to be in the Commissions best interest and at its sole discretion.

The City of Columbus or the Columbus Redevelopment Commission is not responsible for any costs or expenses incurred in preparing and submitting information in response to this RFQ.

All material submitted will become the property of the City of Columbus Redevelopment Department.

Late proposals, and faxed or e-mailed proposals, will not be accepted.

The City of Columbus Redevelopment Commission or its designee may request, after the submission date, additional information or written clarification of a proposal. However, proposals may not be amended after the submission date unless permitted by the awarding agency.

## Site Location of Approximate Scope Boundary

